



South Dakota Secretary of State

SHANTEL KREBS

2016 Municipal Election Calendar

*The dates to the right are the only date options for the annual municipal election. The School could request to combine with the municipal elections on any of these dates. If you are **COMBINING with the County** for the **June 7th Primary Election** date you will **NOT follow the dates on this calendar**. Please refer to the COMBINING WITH COUNTY ON PRIMARY ELECTION DATE CALENDAR.*

	Second Tuesday in April	First Tuesday after the first Monday in June	Combine with school on third Tuesday in June
The governing board must establish the election date no later than January 14th of the election year if they choose a different election date other than the 2 nd Tuesday in April. (9-13-1 & 9-13-1.1 & 9-13-1.2)	April 12th	June 7th	June 21st
The person in charge of the election must notify the Secretary of State when the election will take place by e-mail, letter, fax, or telephone. (12-2-7)	As soon as possible.	As soon as possible.	As soon as possible.
Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. (9-13-6 or 9-13-40 & 05:02:04:06 & 13-7-5)	Weeks of January 18 th and January 25 th	Weeks of Feb. 15 th and Feb. 22 nd	Weeks of March 15 th and March 30 th
Earliest date to begin petition circulation and earliest date to file nominating petition. (9-13-9 , 9-13-40 , 13-7-6)	January 29 th	March 1 st	April 12 th
Deadline for filing nominating petition. If this is a Friday , please plan accordingly to be available to accept petitions. (9-13-7 , 9-13-40 , 13-7-6)	Feb. 26 th 5:00 pm	March 29 th 5:00 pm	May 13 th 5:00 pm
Deadline for submission of written request to withdraw candidate's name from nomination. (9-13-7.1 , 13-7-7)	Feb. 26 th 5:00 pm	March 29 th 5:00 pm	May 13 th 5:00 pm
<i>Have you ordered your election kit yet? If you plan to, consider ordering one soon.</i>			
In a first class municipality, <u>within 15 days of filing a nominating petition</u> , a <u>candidate</u> must file a Candidate Financial Interest Statement (12-25-30). This is filed with the person in charge of the election and can be found at sdsos.gov , Elections & Voting, Campaign Finance and Paper forms.			
<i>Don't forget to have your governing board appoint your Election Board. (9-13-16.1 & 05:02:05:11.01)</i>			
Publish first deadline of voter registration notice that needs to be published each week for two consecutive weeks. (12-4-5.2 & 05:02:04:04)	Week of March 7 th	Week of May 2 nd	Week of May 16 th
Publish last deadline of voter registration notice that needs to be published each week for two consecutive weeks. (12-4-5.2 & 5:02:04:04)	Week of March 14 th	Week of May 9 th	Week of May 23 rd
<i>Is your ballot ready? Absentee voting begins soon. The ballot form can be found at 05:02:06:12.</i>			
Deadline for voter registration. (12-4-5)	March 28 th	May 23 rd	June 6 th
Absentee ballots must be made available no later than 15 days prior to the election. (9-13-21)	March 28 th	May 23 rd	June 6 th
Publish notice of election that needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. (9-13-13 & 05:02:04:08)	Weeks of March 28 th and April 4 th	Weeks of May 23 rd and May 30 th	Weeks of June 6 th and June 13 th

Publish facsimile ballot in the calendar week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. (9-13-13 & 12-16-16.2 talks about the size for publication)	Week of April 4 th	Week of May 30 th	Week of June 13 th
Automatic tabulating systems only. Conduct a public test of the system. Must publish notice 48 hours before test. (12-17B-5 & 5:02:09:01.01)	April 2 – 11	May 28 – June 6	June 11 – 20
<i>5:00 pm the day before the election is the deadline for a voter to <u>absentee vote in person</u>.</i>			
Election Day. Polls open 7:00 am to 7:00 pm. (9-13-1); a voter can request an absentee ballot via authorized messenger up to 3:00pm the day of the election and the ballot has to be returned in time to get it to the polling location.	April 12th	June 7th	June 21st
Deadline for official canvass. (9-13-24)	April 19 th	June 14 th	June 28 th
In a first class municipality, <u>within 15 days of being elected</u> , an official must file an Elected Official Financial Interest Statement (3-1A-4). This is filed with the person in charge of the election and a sample form can be found at sdsos.gov , Elections & Voting, Campaign Finance and Paper forms.			
Issue certificates of election within two days after the result of the election is declared via the canvass. (9-13-5 & 9-13-28 ; 05:02:15:08 & 05:02:15:09)			

Note: If the school election is combined with a municipal election on a date other than the 2nd Tuesday in April, all dates follow [SDCL 13-7](#) (except when combined with the county for a primary election).

Ballot color for combined elections: if combining, one ballot must be white and the other jurisdiction will use a contrasting color (do not use yellow as that is the color for sample ballots). [ARSD 05:02:06:18](#)

Notify County Auditor: Contact your county auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. ([SDCL 7-7-2](#))

If you intend to check the registration status of the candidate and/or petition signers (you are not required by law to do this), you must do it for all petitions and all signers, go to: <http://cityandschoollookup.sdsos.gov/Login.aspx> . If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide it to you.

Contact a member of the Secretary of State's Election Team with any questions at Elections@state.sd.us or 605-773-3537.

Additional **election resources** can be found at:

<https://sdsos.gov> then clicking Elections and Voting, Election References and then Municipal & School Elections.